

3014 - SENIOR CAPITAL PROJECTS COORDINATOR

NATURE OF WORK

Highly responsible supervisory and administrative nature, coordinating the various activities of Capital Projects Coordinators, Construction Managers, and Consultants within a regional area within the City.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Oversees work product of Capital Project Coordinators and Construction Managers within a regional geographic area.

Coordinates all Capital Project work performed by various City agents within a geographic area.

Reviews applications for grants from various Federal, State and County agencies prepared by Capital Projects Coordinators to obtain funding for construction of Capital Projects.

Assists in the selection of consulting architects and engineers to design Capital Projects;

Prepares Commission Memorandums, Resolutions and Ordinances.

Creates and updates a departmental schedule of construction projects.

Obtains construction permits from Federal, State, County and City agencies.

Directs and assists in the design of projects, i.e. preparation of construction plans, specifications and contracts.

Assists in the public bidding of projects, i.e. conduct pre-bid meetings with potential private contractors and Architects/Engineers.

Prepares project budget, identify sources of funding for appropriation and implementation.

Provides construction contract administration and inspection by reviewing and approving contractor payment applications, change orders, budget allocations, construction schedules and compliance with contract plans and specifications.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to monitor construction projects, review construction drawings and specifications, administer projects and deal with contractors and design consultants during various phases of construction.

Knowledge of principles, methods, materials, equipment and practices of Public Works engineering, construction, and maintenance activities.

Knowledge of the principles of general management, public and business administration, and their application to governmental administration.

Knowledge of applicable Federal, State, and City laws, rules, regulations, and ordinances pertaining to departmental operations, or the ability to acquire such knowledge.

Knowledge of supervisory principles and practices.

Ability to establish and maintain effective working relationships with other employees, supervisors, department officials, officials of other agencies, and the general public.

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Ability to carry out complex verbal and written instructions.

Ability to express ideas and information clearly and concisely, both verbally and in writing.

Ability to evaluate supervisory and subordinate employees' performance.

MINIMUM REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's degree in architecture, engineering, building construction, or closely related field. Three (3) years full-time verifiable experience in the design, construction, and management of major building construction projects. Experience can substitute for education on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are received from the Capital Improvement Projects Director on a priority basis that is determined by the City Commission and/or City Manager. Work is performed with little supervision and wide latitude for use of independent judgement in the selection of work methods and procedures.

SUPERVISION EXERCISED

Supervise the work of subordinate professional and technical personnel.

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